

Registering for Dual Enrollment Classes at SPC

Dual enrollment students can search for SPC classes by following the steps below. Dual Enrollment students** are not permitted to register for classes online. **As a dual enrollment student, there will be certain links you will not be able to use, such as financial aid status and registration.

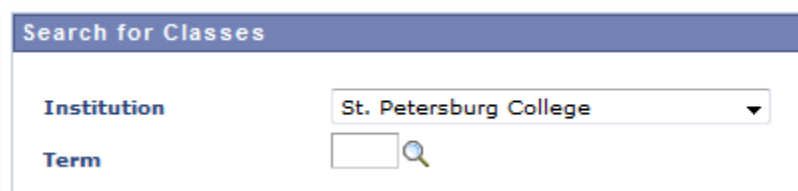
To register for a dual enrollment course, please contact the Dual Enrollment offices at 727-394-6023 for South County or 727-712-5400 for North County.

INSTRUCTIONS TO SEARCH FOR AVAILABLE CLASS SECTIONS

STEP 1: You do not have to log in to search for classes. You can search by going to this link:

https://my.spcollege.edu:450/psp/ps/EMPLOYEE/PSFT_SAPRD90/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?languageCd=ENG

STEP 2: Enter the **Term** code from the list below:



The screenshot shows a web form titled "Search for Classes". It has two main input fields: "Institution" and "Term". The "Institution" field is a dropdown menu currently showing "St. Petersburg College". The "Term" field is a text box that is currently empty, with a magnifying glass icon to its right, indicating a search function.

NOTE: Consult the College's [Academic Calendar](#) for the dates class offerings are viewable for each term. Viewable dates are subject to change

STEP 3: Under *Class Search Criteria*, fill in the **Subject** and **Course Number** fields (i.e., Composition I is ENC 1101), or click on [select subject](#) for assistance.

NOTE: To further narrow your results, select a **specific campus** at the bottom of the page.

You can only enroll in classes that your high school counselor has granted permission for you to take. Any changes will require a revised permission form from your counselor.

STEP 4: Click on the SEARCH button to locate class days and times that do not conflict with your high school schedule. The first column is the Class Number. The second column, Section, shows the section number and class-type indicator (i.e., LEC for Lecture), as well as the Academic Session (i.e., Regular, Express, etc.). **The Class Number in the first column is the number you need to provide to the DE office in order to be enrolled.**

To view prerequisites for a class, click on its Class or Section link and review the Course Description. Online course enrollment is limited to one course per semester after the student has successfully completed dual enrollment coursework, as demonstrated by a GPA of 3.0 or higher in these courses. Express courses are not permitted for dual enrollment students.

STEP 5: Contact the appropriate DE office at SPC with your selected classes as early as possible once registration has opened so you can be enrolled. **You are not enrolled until this contact has been made.**

Last updated 12/13/18